

# United States Department of the Interior

## BUREAU OF LAND MANAGEMENT

### California State Office

2800 Cottage Way, Suite W-1834

Sacramento, California 95825

[www.ca.blm.gov](http://www.ca.blm.gov)

August 28, 2002

In Reply Refer To:  
3100/3200/3500/3600/3800 (P)  
CA-941

EMS TRANSMISSION: 8/28/02  
Information Bulletin No. **CA-2002-056**

To: All Field Offices

From: DSD, Support Services

Subject: Deployment of Rehosted Bond & Surety System – Training Preparation

The rehosted Bond and Surety System (BSS) is scheduled for deployment on August 28, 2002. The BSS will be accessed through the Legacy Rehost 2000 (LR2000) System to the users on the attached list. The individuals identified on this list requested access to the BSS. This list should be reviewed to make certain it contains the names of everyone in your respective offices that should have access to the BSS. To request permission for additional users, please send the new user names to Sonia Santillan, State Bond Coordinator.

All users wanting access to the BSS will require training. Tentatively, the training sessions are being scheduled in the first quarter of fiscal year 2003. Your FY 2003 Business Plan should include a line item for the BSS Training. The training sessions will be held in two locations - the State Office for the northern field offices and the Bakersfield Field Office for the central and southern field offices. Training will be completed in one day, however, if there are users who would like an LR2000 refresher class, training would last two days for those users.

This IB is also a reminder that all field offices should be complying with Instruction Memorandum No. CA-98-144, dated August 17, 1998 (copy attached). It is imperative that field office personnel begin locating and/or identifying **all** active bonds in their office that need to be entered into the BSS. After the BSS is deployed and training is completed, it will be necessary to enter all active bond information. Field office personnel can bring samples of bonds to the training session so that they can complete data entries on active bonds from their offices.

Additional information regarding training dates and locations will be forthcoming. If you have any questions, please contact Sonia Santillan at (916) 978-4420.

Signed by:  
Karen Barnette  
DSD, Support Services

Authenticated by:  
Richard A. Erickson  
Records Management

2 Attachments:  
1 – BSS User List (1 pp)  
2 – IM CA-98-144

## BOND & SURETY SYSTEM USER LIST

Office	User Name	Login	Permission
Arcata	Charlotte Hawks	chawks	Write
Arcata	Clarence Killingsworth	ckilling	Write
Bakersfield	Nora Dedios	ndedios	Write
Bakersfield	Larry Vredenburg	lvredenb	Write
Bakersfield	Anne Falcon	afalcon	Write
Bakersfield	Gregg Wilkerson	gwilkers	Write
Barstow	Bessie Hayes	bhayes	Write
Barstow	Kenneth Schulte	kschulte	Write
Bishop	Cheryl Seath	cseath	Write
CASO	Bonnie Edgerly	bedgerly	Write
CASO	James Hamilton	j15hamil	Read
CASO	Debra Marsh	dmarsh	Write
CASO	Maria Damitz	mdamitz	Write
CASO	Zoe Ann Joiner	zjoiner	Write
CASO	Modesto Tamondong	mtamond o	Read
CASO	Sean Hagerty	shagerty	Read
CASO	Brenda Kidder	bkidder	Write
CASO	Kenneth Chan	kchan	Read
CASO	Mitchell Leverette	mleveret	Read
CDD	Stephen Johnson	sjohnson	Write
CDD	Tom Gey	tgey	Write
CDD	Robert Waiwood	rwaiwood	Write
CDD/Ridgecrest	Janet Eubanks	jeubanks	Write
Eagle Lake	Russell Elam	relam	Write
El Centro	Linda Self	lself	Write
El Centro	Kevin Marty	kmarty	Write

Folsom	Timothy Carroll	tcarroll	Write
Hollister	Timothy Moore	tmoore	Write
Needles	Ken Downing	kdowning	Write
Needles	Mary Lou Hamman	mhamman	Write
Palm Springs	Steve Kupferman	skupferm	Write
Redding	Ronald Rogers	rrogers	Write
Ridgecrest	Randy Porter	rporter	Write
Ridgecrest	Kathleen Cox	kcox	Write
Ridgecrest	Linn Gum	lgum	Write
Ukiah	Charles Whitcomb	cwhitcom	Write

Attachment 1

United States Department of the Interior  
BUREAU OF LAND MANAGEMENT  
California State Office  
2135 Butano Drive  
Sacramento, California 95825  
[www.ca.blm.gov](http://www.ca.blm.gov)

August 17, 1998

3500/3600/3800 (P)  
CA-941

EMS TRANSMISSION: 8/17/98  
Instruction Memorandum No. CA-98-144  
Expires: 9/30/99 / Extended: 09/30/00

To: All Field Offices

From: Deputy State Director, Support Services

Subject: Procedures for Receiving and Accepting Compliance Bonds

With the increasing demand in bond coverage for leaseable, saleable, and solid minerals, it is imperative that all personal and surety bonds be maintained in such a manner so as to ensure accountability, tracking, and safekeeping. Surety bonds are those that guarantee lease and reclamation compliance through a surety company certified and approved by the Department of Treasury. Personal bonds are guaranteed through the obligor by some form of personal security; i.e., certificate of deposit, letter of credit, negotiable treasury certificates, or cash.

At the present time, bonds for certain case types are being filed in field offices and personal bonds received with negotiable securities are not being monitored with proper security measures in place. Negotiable securities are being placed in case files and unlocked filing cabinets. Automated tracking for these bonds is currently done through data entry into Online Recordation and Case Access (ORCA), however, upon conversion into the Automated Land and Mineral Record System (ALMRS), this will no longer be an option, as the proper procedure for tracking bonds is through the automated Bond and Surety File System.

In an effort to ensure proper security and tracking measures are in place, all field offices should, within 60 days from the date of this IM:

1. Locate all active bonds<sup>1</sup> in your office;
2. Record all required bond information on bond input data sheets (Attachment A);

Forward all bond input data sheets to Sonia Santillan (CA-941), the State Bond Coordinator so that the information can be entered into the Bond & Surety File System.

Attachment 2-1

---

<sup>1</sup> This includes those bonds that are jointly held by BLM and the County even if the bond is physically located in the County office.

3. Safeguard all negotiable securities that may have been received with personal bonds. This means removing any negotiable securities from the case files and placing them in a safe or other type of secured cabinet. If your office does not have a safe or secured filing cabinet, then the securities must be forwarded to the State Office, by registered mail (not certified) to the attention of Christina Slowik, for tracking and safekeeping. It is wise to keep a log of all securities and a copy of the bond with the security so that it can be easily identified; and

4. Provide the name of at least one person in your office who will be the point of contact regarding bonds. This person will or may already have the capability to access the Bond & Surety File System.

To make certain that all bonds are tracked through the Bond & Surety File System, the following steps should be taken when new bonds are received:

1. If the bond is a surety bond, verify that the surety company is certified by the Department of the Treasury. A listing of acceptable surety companies can be found on the Internet at <http://www.fms.treas.gov/c570/index.html>
2. If the bond is a personal bond, follow the procedures outlined above (Step 4) for making certain all securities are handled properly. Additionally, verify that the security is acceptable and that it is Federally insured; and
3. Record bond data on the bond input sheet and forward the information to the State Bond Coordinator. This information can be sent immediately upon receipt of the new bond or when the bond is actually accepted by the field office.

When any changes are made which affect the status of any bond; i.e., if the bond amount is increased, collection from the bond is made, or the period of liability of the bond is terminated, notify the State Bond Coordinator through automated mail (ssantill) of the date and type of change.

The above procedures may seem cumbersome at first to initially record all bonds currently on file in the field offices, but it will prove to be an invaluable tracking system in the future. All data entry to the Bond & Surety File System will continue to be entered by the State Bond Coordinator, but there will be identified users in each office who will have the capability to pull reports when necessary.

Any questions regarding these procedures should be directed to Sonia Santillan at (916) 978-4420.

Signed  
Elaine Marquis-Brong  
DSD, Support Services

Authenticated  
AJ Ajitsingh  
Records Management

1 Attachment:  
Bond Input Data Sheet (1 page)

## **Bond Input Data Sheet**

Note: Please ignore numbers in parenthesis (but do not delete them) as these are numbers used by the State Bond Coordinator to enter data into the Bond & Surety File.

- 1 a. Principal (47) or Obligor w/address:
  - b. Surety (48) or Bank (35) w/address:
  - c. Co-principal(s) (51) w/address(es):
- 2 Case type:
- 3 Bond type:
  - (1) Certificate of Deposit
  - (2) Surety
  - (3) Letter of Credit
  - (4) Cashier's check
  - (5) Treasury Note
- 4 Coverage:
  - (1) Individual - Lease Serial No.
- 5 Bond Activity/Purpose:
  - (21) Operator
  - (30) Min Act Other Than O&G
  - (70) Land Use Compliance
  - (24) Exploration
  - (23) Protection Surface Owner
- 6 Type of Land
  - (AF) Federal - All Rights
  - (FA) Federal - Acquired
  - (FP) Federal - Public
- 7 Commodity
- 8 Bond Amount: \$
- 9 Surety, CD, LOC, or other ID No.:
- 10 a. Date of Filing: Form No. (edition)
  - b. Date of Approval: Effective: